



## CITY OF HERMOSA BEACH

COMMUNITY DEVELOPMENT DEPARTMENT | PLANNING DIVISION  
1315 VALLEY DRIVE | HERMOSA BEACH | CA 90254

FOR QUESTIONS PLEASE CONTACT [PLANNING@HERMOSABEACH.GOV](mailto:PLANNING@HERMOSABEACH.GOV) OR CALL (310) 318-0242

**Office Hours:** Monday to Thursday, 7:00 a.m. to 6:00 p.m.

### Planning Division

### **Plan Submittal Acceptance Checklist for Single Family Residences, additions and remodels and commercial projects**

Project Address		
Property Owner's Contact	Email:	Phone:
Zoning Designation		
Reviewed by/ Accepted by		
Scope of Work		

Planning Submittal Checklist	
	(1) 24" X 36" Full set of architectural plans to scale with dimensions
	Property owner's email address
	C-Sheets Signed off by the Public Works Department (Total S.F. Habitable and/or accessory structures expansion 400 S.F. or more?)
	LID Required? - All New construction is required - For existing site where 2,500 SF of surface area of lot is disturbed
	Wet Stamped Lot Line or Topographic (lot dimensions, XX.XXPC)
	Complete Project Summary Table
	Site Plan: (Property lines, lot dimensions, property corner elevations, setbacks)
	Proposed Floor Plan: (Property lines, lot dimensions, property corner elevations, setbacks)
	Existing Floor Plan: (Property lines, lot dimensions, property corner elevations, setbacks)
	Roof Plan: (Property lines, lot dimensions, property corner elevations, setbacks, critical points, dimensions to critical points)

	Elevations (Photos are acceptable to meet this requirement): <i>(property lines, XX.XXPC, critical points)</i>
	Open Space: <i>(square footages)</i>
	Parking Spaces: <i>(number of parking spaces, driveway slopes)</i>
	CD PDF copy of plans
	Review Plans with Building Official for Shoring & Fire